



AUGUST 13, 2019

JOB OPENING: Hill County Building & Maintenance Department

POSITION: One FT Building Maintenance Assistant

CLOSING DATE: Open until filled

MINIMUM QUALS: High School Diploma or equivalent
State of MT Driver's License

PREFERRED QUALS: Low pressure boiler's license with the ability to pursue Class 3 license

DESCRIPTION: Assist in the physical plant operation of the County Courthouse, Annex Building, Detention Center, and other related buildings; maintain buildings and grounds. Mechanical repairs of electrical, heating, underground sprinkler systems and plumbing. Light carpentry, landscaping, snow removal, hauling building materials or moving furniture. Position is on-call for emergencies.

STARTING SALARY: \$14.26

The Hill County Building & Maintenance Department is now accepting applications for one full-time Building Maintenance Assistant. Applications can be picked up at the Hill County Courthouse Commission Office or the Havre Job Service. Applications will be accepted until the vacancy is filled.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

**HILL COUNTY
POSITION DESCRIPTION
APRIL 2019**

POSITION: Building Maintenance Assistant

DEPARTMENT: Buildings

ACCOUNTABLE TO: Building Manager

SUMMARY OF WORK: Assists in the physical plant operation of the county courthouse, annex building, detention center, and other related buildings; maintains buildings and grounds.

JOB CHARACTERISTICS:

Nature of Work: This position performs technical duties in the maintenance of facilities. Must be able to perform mechanical repairs of electrical, heating, underground sprinkler system and plumbing systems. Position is on-call for emergencies. Position works indoors and outdoors. Hazards of position include working with boiler, acid base cleaners, electricity, and working with herbicides and pesticides.

Personal Contacts: Periodic contact with public.

Supervision Received: Work is directed by Building Manager, position is mainly self-directed for daily tasks.

Supervision Exercised: Occasional supervision of community work program workers from state agencies, juveniles doing county probationary community service, and other volunteer workers.

Essential Functions: Position requires ability to do light carpentry; repair and maintain structures; install electrical apparatus; repair and replace plumbing fixtures; paint; operate a variety of hand and power tools and equipment; carry heavy materials weighing up to 60 pounds; shovel snow; climb ladders; maintain lawns; replace ceiling lights; calculate materials for repairs; and maintain records of work completed.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Performs essential maintenance and repairs of courthouse, annex buildings, detention center and road shop. Directs and assists with the regular maintenance and repair of boilers, air conditioning units, generators, security/alarm system and cleaning of air vents.

Performs light carpentry, structural repair and maintenance of facility and grounds. Installs electrical apparatus; repairs and replaces plumbing fixtures. Prepares surfaces for and does painting.

Performs routine maintenance of county truck and tractor mowers, and all lawn equipment.

Performs landscaping and grounds maintenance including plantings, mowing, raking, watering, pruning, and removing snow.

Assists in hauling building materials and moving furniture.

Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of plumbing, electrical wiring, carpentry, boiler and cooling system, and lawn and shrub maintenance.

Skills: This position requires skills in facility maintenance and repair.

Abilities: This position requires the ability to: work unsupervised; prioritize tasks; be safety conscious; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent.
- Low pressure boiler's license preferred with the ability to pursue Class 3 License.
- Five or more years' experience in building maintenance preferred.
- Must possess a valid state of Montana driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Competently performs maintenance and repairs of county buildings.
- Effectively maintains heating, electrical, plumbing, and cooling systems.
- Capably operates and maintains lawn equipment.
- Provides for safe environment of buildings and grounds.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.